

HAZARD COMMUNICATION (HAZCOM) CHECKLIST

DATE: _____

AREA: _____

	Yes	No	Comments
1. Is a written, site-specific HAZCOM plan current and available?			
2. Has a list of hazardous chemicals been prepared?			
3. Is a method in place for updating the hazardous chemical list?			
4. Is a Material Safety Data Sheet (MSDS) for each hazardous chemical readily available?			
5. Is proper labeling or warning signs in place for containers of hazardous chemicals? NOTE: Primary containers should be properly/legibly labeled with item name, manufacturer, and appropriate hazard warnings. Secondary containers should be labeled with item name and appropriate hazard warnings.			
6. Are employees aware of HAZCOM requirements and information for their workplace?			
7. Are employees familiar with the hazards of the chemicals in their workplace?			
8. Have employees been informed of the hazards associated with performing non-routine tasks?			
9. Do employees know how to detect the presence or release of hazardous chemicals in their workplace?			
10. Are employees trained about proper work practices and personal protective equipment (PPE) in relation to hazardous chemicals in their work area?			
11. Are employees trained on symptoms of overexposure?			
12. Are employees trained on labels and warnings used in their work area?			
13. Does the training program describe where employees obtain MSDSs and how to use them?			
14. Is a system in place to ensure that new employees are trained before beginning work?			
15. Is a system in place to identify new hazardous chemicals before they are introduced into the work area?			
16. Is a system in place to inform employees of the hazards associated with newly introduced chemicals?			